

OPERATION – IN – TRAINING

DEFINITION

To assist in the performance of a variety of routines cleaning maintenance and operational duties involved in the continuous operation of a wastewater treatment plant.

DISTINGUISHING CHARACTERISTICS

Operator-in-training is the entry-level classification in the Wastewater Treatment Plant Operation series. Individuals in the classification receive on-the-job training and experience in the operation of a wastewater treatment plant and normally advance to Wastewater Treatment Plant Operator I after gaining experience and achieving proficiency that meets the requirements for the higher level.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by a Wastewater Treatment Plant Operator II or other higher level plant operations or maintenance supervisors.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. Performs routine operational duties under the direction of a journey-level operator, supervisor, assistant supervisor, or senior operator.
2. Cleans barminutors, removes grit, cleans primary, secondary and other wastewater treatment equipment and facilities.
3. Assists in cleaning, lubricating and routine maintenance of pumps, chains, motors, blowers and other machinery and equipment used in a wastewater treatment plant.
4. Ensures facilities are clean and orderly.
5. Loads and unloads materials, supplies and equipment.
6. Assists in the storage and transfer of chlorine and other treatment chemicals.
7. Performs routine maintenance painting of machinery, structures, equipment and piping.
8. Assists in maintaining lawns, trees and shrubbery in areas surrounding assigned structures.

9. Collects wastewater, scum, grit, sludge samples and other materials.
10. Reads meters, gauges, charts and instruments, changes recording charts and assures their continuous operation and performs routine control tests.
11. Keeps operational records, such as plant operations log, test results, unusual operating conditions and maintenance work performed.
12. Uses common hand and power tools.
13. Operates less critical or complex plant equipment and stations with immediate supervision.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. General knowledge of elementary mechanical, electrical and hydraulic principals; basic math; standard safe work practices; common hand and power tools.
- B. Ability to learn the practices, procedures, techniques, regulations and laws pertaining to a wastewater treatment plant.
- C. Ability to learn to operate, clean and perform minor maintenance on wastewater treatment plant equipment and facilities.
- D. Ability to understand and follow written and verbal instructions.
- E. Ability to accurately read and interpret a variety of meters, gauges and recording charts.
- F. Ability to learn to interpret mechanical systems and piping diagrams.
- G. Ability to learn to observe and accurately record operating conditions and make verbal or written reports.
- H. Ability to learn to recognize unusual, inefficient, or dangerous operating conditions and exercise independent judgement within established guidelines.
- I. Ability to establish and maintain effective working relationships.
- J. Ability to work with decreasing supervision while accepting increasing responsibility.
- K. Must have sufficient strength to lift sacks of chemical weighing up to 50 pounds.

- L. Ability to work with and around chemical use in wastewater treatment processes.
- M. Must be groomed appropriately to safely wear respiratory protection equipment.
- N. Ability to work shifts, weekends, holidays and overtime as needed.
- O. Ability to work outdoors in a variety of weather conditions.
- P. Ability to pass City of Hayward physical examination, including pulmonary function test.
- Q. Ability to read and write English.
- R. Ability to work within confined spaces, below grade, and heights of up to 30 feet above grade.

LICENSE:

- (A) Possession of a valid Class C California Drivers License.
- (B) Must obtain an Operator-In-Training Certificate from the State Water Resources Control Board, Division of Water Quality, within 9 days form date of hire.
- (C) Must obtain a Grade I Wastewater Treatment Plant Operator Certificate as issued by the California State Water Resources Control Board no later than three years after the first examination given by the board after the date of hire. NOTE: Failure to obtain the Grade I Certificate within the time stipulated will result in demotion to the position form which the employee was promoted, if available or termination.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: None required

Education: Equivalent to graduation from high school.

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AAP GROUP:
FPPC STATUS:

City of Hayward
Operator-In-Training (continued)
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FLSA STATUS: